
Purpose	Provide guidance for monitoring local agency food dollar expenditures
State Agency Monitoring	The State Agency monitors food expenditures for all local agencies and provides technical assistance for managing the food grant.
Local Agency Monitoring	<p>Local Agencies should monitor agency food dollar expenditures on a routine basis.</p> <p>Monitoring should include:</p> <ol style="list-style-type: none">1. Monitoring rebates for the agency<ol style="list-style-type: none">a. Rebates are a reduction to overall food expenditures and may allow for expanded participationb. Monthly rebate information can be tracked using the WIC computer system reports. (Refer to report 286) This report summarizes rebate claims for the redeemed month by issue date showing draft type, total drafts, total cans redeemed, per unit cost and total rebate amount.c. For more information on rebates see the Food Costs procedure in this section.2. Tracking food package costs and factors affecting those costs<ol style="list-style-type: none">a. The WIC computer system provides monthly reports summarizing food package costs by status. (Refer to report 293)b. For more information on food package costs see the Food Costs procedure in this section.3. Tracking food expenditures and obligations.<ol style="list-style-type: none">a. Monthly food dollar expenditures and obligations can be tracked using the WIC computer system reports. (Refer to report 280) This report summarizes expenditures and obligations by issue month, showing both the month of issue and redemption. This report also gives close-out information, number of food instruments created and redeemed, voided, lost and stolen by month of issue.b. For more information on using the reports, see Section M (Administrative Reports) in this volume.4. Review of caseload participation levels and assessment of anticipated changes in participation.<ol style="list-style-type: none">a. The WIC computer system tracks caseload participation and enrollment for a current month and close-out month by race and priority. (Refer to reports 301 and 302)

**Data
Collection**

The data collected through the monitoring process should be used when making management decisions regarding caseload and food dollar expenditures.

1. If food dollar expenditures are at or near the agency's allocated amount:
 - a. Make adjustments as needed based on monitoring data.
 - b. Consult with the State Agency regarding availability of food funds for redistribution.